Position Title: Modus21 Business Process Analyst
Status: Permanent
Location: Charleston, S.C.

Modus21 is a Charleston, South Carolina based business and technology consulting firm specializing in solving complex business problems for global business and government clients. Our philosophy is simple – provide value to our clients through the ability to streamline, measure, and improve their business processes via business intelligence and business architecture. Our expertise has proven highly successful in helping organizations recognize greater value by aligning their strategy and objectives to technology and execution.

What we are looking for in a successful candidate:

You have a strong set of **consulting skills** and demonstrated leadership among clients and within your project team.

You are a **team player**. You value collaboration and promote positive relationships with team members. You strive to lift the skillset and level of yourself and those around you.

Responsibilities:

- Elicit customer requirements using interviews, document analysis, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis
- Ability to interpret customer business needs and translate them into application and operational requirements
- Communicate and collaborate with both internal and external customers (I.e., developers, project managers and subject matter experts) to analyze information and requirements in order to deliver the required / associated process / technical specifications
- Develop specifications and workflows according to standard templates, using Business Process Management Notation (BPMN)
- Develop test plan(s) and test cases from specifications and workflows according to standard templates
- Serve as the liaison between the customer, associated business units, technology teams and project teams
- Evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding and distinguish user requests from the underlying true needs
- Ability to engage in multiple projects / efforts simultaneously

Requirements/Experience:

- BA/BS/MS degree in related area
- Strong analytical and project / product management skills
- Strong collaboration, interpersonal and organizational skills
- Exceptional verbal and written communication skills
- Familiarity with Business Process Management Notation (BPMN), Agile / Scrum Methodologies, Six Sigma and Lean principles
- Familiarity with Business Process Management Systems (BPMS), Service Oriented Architecture (SOA) and the Software Development Lifecycle (SDLC) are a plus
- Must be a US citizen and hold or be able to obtain a Department of Defense (DoD) Secret Security Clearance